

## **Request for an English Language Fellow**

*Please email this request to Jennifer Uhler, the Regional English Language Officer at [RELO-Astana@state.gov](mailto:RELO-Astana@state.gov) AND Olga Paterova, Coordinator of English Language Programs at [PaterovaO@state.gov](mailto:PaterovaO@state.gov), OR fax it at +7 7172 702388 (attn.: Jennifer Uhler or Olga Paterova).*

### **About the Program:**

The English Language Fellow Program is funded worldwide by the U.S. Department of State through the Bureau of Educational and Cultural Affairs. The English Language Fellow Program seeks to improve English teaching capacity around the world and contributes to improving mutual understanding between the people of the United States and people abroad through exchanges of American Teachers of English to Speakers of Other Languages (TESOL) on ten-month Fellowships to overseas academic institutions. English Language Fellows serve as teachers of English as a foreign language and are involved in teacher training and professional and staff development activities in areas such as methodology, curriculum and textbook design, and English for Specific Purposes. The Program allows students and teachers at host institutions to benefit from the English Language Fellow's English teaching experience and to gain a better understanding of American society and values. In addition, through the Program, foreign teachers and students develop English communication skills they need to participate in the global economy and to improve their access to diverse perspectives on a broad variety of issues. Teachers at the host institution receive professional tools from the EL Fellow that promote educational effectiveness and expand their ability to provide English instruction for a wider variety of student populations in a larger number of educational contexts. **The assignment begins on/about September 1, 2013, and ends on/about June 30, 2014.**

Some examples of the projects are:

- EFL Classroom Teaching
- Teacher Training
- In-Service and Pre-Service Training
- Curriculum Development
- Workshop and Seminar Design
- Testing
- Program Evaluation
- Needs Assessment
- English for Specific Purposes (ESP)

### **English Language Fellow Duties:**

English Language Fellows have graduate degrees in Teaching English as a Second or Foreign Language and have a wide variety of professional experience. Fellows serve as full-time teachers of English as a Foreign Language (EFL). **Normal teaching duties are: 20 contact hours per week with students preparing for teaching careers, and/or conducting training sessions for teachers of English as a Foreign Language.**

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**PART I: Host Institution and Project Information**

**Name** \_\_\_\_\_

\_\_\_\_\_

**Location** \_\_\_\_\_

\_\_\_\_\_

**Contact  
information** \_\_\_\_\_

\_\_\_\_\_

**Project Focus Type** \_\_\_\_\_ *Classroom Teaching Duties* \_\_\_\_\_

**Main Focus of Classroom Teaching** (*select all that apply putting X near the chosen category*):

- ☐ American Culture
- ☐ American Literature
- ☐ Business
- ☐ Computers
- ☐ Democracy/Civics
- ☐ Economics
- ☐ Engineering
- ☐ English for Speaking
- ☐ English for Reading
- ☐ English for Writing
- ☐ English for Listening
- ☐ Finance
- ☐ Journalism
- ☐ Law
- ☐ Marketing
- ☐ Medicine
- ☐ Office
- ☐ Other
- ☐ Proficiency Exams
- ☐ Publishing
- ☐ Research
- ☐ Teaching Methodologies
- ☐ Teaching Techniques
- ☐ Tourism

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**Other Project Types** (*select all that apply putting X near the chosen category*):

- ☐ Assessment
- ☐ Curriculum Development
- ☐ English for Specific Purposes (ESP)
- ☐ Materials Development
- ☐ Pre-Service Teacher Training

**Specify:** i.e. journalism, economics, law, etc. (*Required if English for Specific Purposes is chosen*)

### **Project Objectives:**

*Maximum of 3000 characters*

### **Detail the expected duties to be carried out by the EL Fellow:**

*Maximum of 3000 characters*

Does institution have an academic year?    Yes \_\_\_\_\_    No \_\_\_\_\_

Academic Year Start Date (approximation): \_\_\_\_\_

Academic Year End Date (approximation): \_\_\_\_\_

Has institution hosted a Fellow before (if yes, please indicate when): Yes \_\_\_\_\_    No \_\_\_\_\_

\_\_\_\_\_

## **PART II: Housing**

**Requirements:** Together with Public Affairs Section staff, the host institution will find, inspect and obtain acceptable housing for the Fellow. Acceptable housing should include the following minimum features:

- Bedroom, including a bed and bedding
- Bathroom with toilet
- Kitchen with stove, refrigerator, dishes, pots and pans

*RELO, Public Affairs Section, U.S. Embassy Astana*  
*Tel: 8 7172 70 21 17; 8 7172 70 23 11; Fax: 8 7172 70 23 88*  
*e-mail: [RELO-Astana@state.gov](mailto:RELO-Astana@state.gov); [PaterovaO@state.gov](mailto:PaterovaO@state.gov)*

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-Heating, hot water, and a cooling system, i.e. a fan or air conditioner

**Additional Comments** (*optional*):

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### **PART III: In-kind contributions**

Host institution can provide in-kind contributions *to supplement* the Fellow's monthly living expenses, which may include housing, utilities, food, local transportation, local salary. Please note below whether host institution can or cannot provide in-kind contributions.

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If you have questions or need additional information on the English Language Fellow Program, please contact the Regional English Language Office at the telephone numbers and e-mail addresses indicated below.

Thank you!